Utility Information					
Water Utility:					
Reporting Year:					

Notes & Instructions:

- 1. Fill out the above information
- 2. Fill out the monthly water loss report each month
- 3. The "Summary" tab yields a summary of your utility's monthly and annual water loss
- 4. Use the "Water Loss Reduction Plan" worksheet for ideas to help control unaccounted-for water I
- 5. On the monthly reporting worksheets: Line 13 + Line 21 + Line 28 MUST EQUAL Line 4. If the message ""See calculator below" appears in Line 33, a water loss percentage cannot be calculated because the values entered in Lines 13, 21, & 28 DO NOT add up to the value in Line 4. Please, check the values that were entered.
- 6. SAVE YOUR WORK: After entering data, be sure to save it by clicking on the File menu, then Sa

Water	Utility:				
For the	Month of:	Ja	nuary	Year:	
LINE#		ITEM			GALLONS (Omit 000's)
1	WATER PRODUC	ED, PURCHASE	D & DISTRIBUTED		
2	Water Produced				
3	Water Purchased				
4		TOTAL PR	RODUCED AND PUR	RCHASED	0
5					
6	WATER SALES				
7	Residential				
8	Commercial				
9	Industrial				
10	Bulk Loading Station	ons			
11	Resale				
12	Other Sales				
13			TOTAL WATE	ER SALES	0
14					
15	OTHER WATER U				
16	Utility and/or Wate	r Treatment Plan	t		
17	Wastewater Plant				
18	System Flushing				
19	Fire Department				
20	Other	-	OTAL OTHER WAT	TED LICED	
21		<u> </u>	OTAL OTHER WAT	EK USED	0
22 23	WATER LOSS				
	Tank Overflows				
24 25	Line Breaks				
26 26	Line Leaks				
20 27	Other				
28	Otrici		TOTAL L	INE LOSS	0
29			TOTALL	111L LOGO	9
30 31	Note: Line 13 + Lin	ne 21 + Line 28 N	Must Equal Line 4		
32	WATER LOSS PE				
33	Unaccounted-For \	Water (Line 28 d	ivided by Line 4)		

Water l	Utility:			
For the	Month of:	February	Year:	
LINE #		ITEM		GALLONS (Omit 000's)
1	WATER PRODUC	ED, PURCHASED & DISTRIB	UTED	
2	Water Produced			
3	Water Purchased			
4		TOTAL PRODUCED AN	D PURCHASED	0
5				
6	WATER SALES			
7	Residential			
8	Commercial			
9	Industrial			
10	Bulk Loading Stati	ons		
11	Resale			
12	Other Sales			
13		TOTAL	WATER SALES	0
14				
15	OTHER WATER L			
16	Utility and/or Wate	r Treatment Plant		
17	Wastewater Plant			
18	System Flushing			
19	Fire Department			
20	Other			
21		TOTAL OTHER	R WATER USED	0
22	WATER LOCG			
23	WATER LOSS			
24 25	Tank Overflows			
25 26	Line Breaks			
26 27	Line Leaks Other			
28	Other	TO	TAL LINE LOSS	0
28 29		10	TAL LINE LOSS	<u> </u>
30	Note: Line 13 + Lir	ne 21 + Line 28 Must Equal Lin	e 4	
31 32	WATER LOSS PE	RCENTAGE		
33	Unaccounted-For \	Water (Line 28 divided by Line	4)	

Water l	Jtility:			
For the	Month of:	March	Year:	
LINE #		ITEM		GALLONS (Omit 000's)
1	WATER PRODUC	ED, PURCHASED & DISTRII	BUTED	
2	Water Produced	·		
3	Water Purchased			
4		TOTAL PRODUCED AI	ND PURCHASED	0
5				
6	WATER SALES			
7	Residential			
8	Commercial			
9	Industrial			
10	Bulk Loading Station	ons		
11	Resale			
12	Other Sales			
13		TOTAL	L WATER SALES	0
14				
15	OTHER WATER U			
16	Utility and/or Wate	r Treatment Plant		
17	Wastewater Plant			
18	System Flushing			
19	Fire Department			
20	Other	TOTAL OTHE	D WATER HEER	0
21		TOTAL OTHE	R WATER USED	0
22 23	WATER LOSS			
23 24	Tank Overflows			
25	Line Breaks			
26	Line Leaks			
27	Other			
28		TO	TAL LINE LOSS	0
29				
30	Note: Line 13 + Lin	ne 21 + Line 28 Must Equal Lii	ne 4	
31 32	WATER LOSS PE	RCENTAGE		
33	Unaccounted-For \	Water (Line 28 divided by Line	e 4)	

Water U	Jtility:				
For the	Month of:	April		Year:	
LINE#		ITEM			GALLONS (Omit 000's)
1	WATER PRODUC	ED, PURCHASED & I	DISTRIBUTED		,
2	Water Produced				
3	Water Purchased				
4		TOTAL PRODU	CED AND PUR	CHASED	0
5					
6	WATER SALES				
7	Residential				
8	Commercial				
9	Industrial				
10	Bulk Loading Station	ons			
11	Resale				
12	Other Sales				
13			TOTAL WATE	R SALES	0
14					
15	OTHER WATER U				
16	Utility and/or Wate	r Treatment Plant			
17	Wastewater Plant				
18	System Flushing				
19	Fire Department				
20 21	Other	TOTAL	L OTHER WATI	ED LIGED	0
22		IUIAI	L OTHER WAT	EK USED	U
23	WATER LOSS				
23 24	Tank Overflows				
2 4 25	Line Breaks				
26	Line Leaks				
27	Other				
28	O ti loi		TOTAL LII	NE LOSS	0
29					
30	Note: Line 13 + Lir	ne 21 + Line 28 Must E	Equal Line 4		
31 32	WATER LOSS PE	RCENTAGE			
33	Unaccounted-For \	Nater (Line 28 divided	by Line 4)		

Water l	Utility:				
For the	Month of:	Ma	ау	Year:	
LINE#		ITEM			GALLONS (Omit 000's)
1	WATER PRODUC	ED, PURCHASED	& DISTRIBUTED		
2	Water Produced				
3	Water Purchased				
4		TOTAL PRO	DUCED AND PUR	CHASED	0
5					
6	WATER SALES				
7	Residential				
8	Commercial				
9	Industrial				
10	Bulk Loading Station	ons			
11	Resale				
12	Other Sales				
13			TOTAL WATE	R SALES	0
14		_			
15	OTHER WATER U				
16	Utility and/or Wate	Treatment Plant			
17	Wastewater Plant				
18	System Flushing				
19	Fire Department				
20	Other	T01	AL OTHER WATE		
21		101	AL OTHER WATE	EK USED	0
22	WATER LOSS				
23 24	Tank Overflows				
24 25	Line Breaks				
26	Line Leaks				
20 27	Other				
28	Other		TOTAL LII	NE LOSS	0
29			TOTAL LII	AL LOGO	
30 31	Note: Line 13 + Lin	e 21 + Line 28 Mus	t Equal Line 4		
32	WATER LOSS PE	RCENTAGE			
33	Unaccounted-For \	Water (Line 28 divid	ed by Line 4)		

Water \	Jtility:				
For the	Month of:	June		Year:	
				•	
LINE#		ITEM			GALLONS (Omit 000's)
1	WATER PRODUC	ED, PURCHASED & DIS	STRIBUTED		
2	Water Produced	•			
3	Water Purchased				
4		TOTAL PRODUCE	ED AND PURC	HASED	
5					
6	WATER SALES				
7	Residential				
8	Commercial				
9	Industrial				
10	Bulk Loading Station	ons			
11	Resale				
12	Other Sales				
13		T	OTAL WATER	SALES	(
14					
15	OTHER WATER U				
16	Utility and/or Wate	r Treatment Plant			
17	Wastewater Plant				
18	System Flushing				
19	Fire Department				
20	Other	707 41 4			
21		TOTAL	THER WATE	RUSED	
22	WATER LOCG				
23	WATER LOSS				
24	Tank Overflows Line Breaks				
25 26					
26 27	Line Leaks Other				
28	Other		TOTAL LIN	E I 088	
28 29			TOTAL LIN	L LU33	
30	Note: Line 13 + Lin	ne 21 + Line 28 Must Equ	ual Line 4		
31 32	WATER LOSS PE	RCENTAGE			
33	Unaccounted-For \	Water (Line 28 divided by	y Line 4)		

Water U	Jtility:						
For the	Month of:		July		Year:		
LINE #			ΞM			GALLONS (Omit 000's)	
1	WATER PRODUC	ED, PURCHA	SED & DISTRIBU	JTED			
2	Water Produced						
3	Water Purchased				_		
4		TOTAL	PRODUCED AND	D PURCI	<u>HASED</u>		0
5							
6	WATER SALES						
7	Residential						
8	Commercial						
9	Industrial						
10	Bulk Loading Station	ons					
11	Resale						
12	Other Sales		TOTAL	A/A TED	041.50		_
13			TOTAL \	WAIER	SALES		0
14	OTHER WATER I	ICED					
15	OTHER WATER U						_
16	Utility and/or Wate	r Treatment Pi	ant				
17	Wastewater Plant						
18	System Flushing						
19 20	Fire Department Other						
20 21	Other		TOTAL OTHER	WATER	HIGED		0
22			TOTAL OTTILK	VVAIL	OSLD		U
23	WATER LOSS						
24	Tank Overflows						
25	Line Breaks						
26	Line Leaks						
27	Other						
28	Othor		TOT	AL LINE	LOSS		0
29				, <u>, , , , , , , , , , , , , , , , , , </u>			Ĭ
30	Note: Line 13 + Lir	ne 21 + Line 28	3 Must Equal Line	4			
31 32	WATER LOSS PE	RCENTAGE					
33	Unaccounted-For \	Water (Line 28	divided by Line 4	1)			

Water l	Jtility:				
For the	Month of:		August	Year	
LINE#		ITE	M		GALLONS (Omit 000's)
1	WATER PRODUC	ED, PURCHAS	ED & DISTRIBUTED)	
2	Water Produced				
3	Water Purchased				
4		TOTAL P	RODUCED AND PU	RCHASED	0
5					
6	WATER SALES				
7	Residential				
8	Commercial				
9	Industrial				
10	Bulk Loading Station	ons			
11	Resale				
12	Other Sales		TOTAL WAT		
13			TOTAL WAT	ER SALES	6
14 15	OTHER WATER I	CED			
15 16	OTHER WATER U		m4		
16	Utility and/or Wate	Treatment Pla	nt		
17 18	Wastewater Plant				
19	System Flushing Fire Department				
20	Other				
21	Otrier		TOTAL OTHER WA	TER LISER	0
22			TOTAL OTTILIT WA	TEN OOLD	
23	WATER LOSS				
24	Tank Overflows				
25	Line Breaks				
26	Line Leaks				
27	Other				
28			TOTAL I	LINE LOSS	0
29					
30	Note: Line 13 + Lin	e 21 + Line 28	Must Equal Line 4		
31					
32	WATER LOSS PE	RCENTAGE			
33	Unaccounted-For \	Nater (Line 28 o	divided by Line 4)		

Water U	Jtility:						
For the	Month of:		September		Year:		
LINE#			ITEM			GALLONS (Omit 000's)	
1	WATER PRODUC	ED, PURC	HASED & DIST	RIBUTED			
2	Water Produced						
3	Water Purchased						
4		TOTA	AL PRODUCED	AND PURC	CHASED		0
5							
6	WATER SALES						
7	Residential						
8	Commercial						
9	Industrial						
10	Bulk Loading Station	ons					
11	Resale						
12	Other Sales						
13			TOT	AL WATER	R SALES		0
14							
15	OTHER WATER U						
16	Utility and/or Wate	r Treatmen	t Plant				
17	Wastewater Plant						
18	System Flushing						
19	Fire Department						
20	Other						
21			TOTAL OTH	IER WATE	R USED		0
22							
23	WATER LOSS						
	Tank Overflows						
25	Line Breaks						
26	Line Leaks						
27	Other			TOTAL LIN	IF I 000		_
28				TOTAL LIN	IE LUSS		0
29 30	Note: Line 13 + Lir	e 21 + Line	e 28 Must Equal	Line 4			
31 32	WATER LOSS PE	RCENTAG	E				
	Unaccounted-For \	Nater (Line	28 divided by Li	ne 4)			

Water U	Jtility:					
For the	Month of:		October		Year:	
	·					
LINE #			TEM			GALLONS (Omit 000's)
1	WATER PRODUC			IBUTED		
2	Water Produced	•				
3	Water Purchased					
4		TOTA	L PRODUCED A	AND PURC	HASED	
5						
6	WATER SALES					
7	Residential					
8	Commercial					
9	Industrial					
10	Bulk Loading Station	ons				
11	Resale					
12	Other Sales					
13			TOTA	L WATER	SALES	
14						
15	OTHER WATER U					
16	Utility and/or Wate	r Treatment	Plant			
17	Wastewater Plant					
18	System Flushing					
19	Fire Department					
20	Other					
21			TOTAL OTH	ER WATE	R USED	
22						
23	WATER LOSS					
24	Tank Overflows					
25	Line Breaks					
26	Line Leaks					
27	Other		-	-OTAL LIN	E I 000	
28				OTAL LIN	E LUSS	
29 30	Note: Line 13 + Lir	ne 21 + Line	28 Must Equal L	ine 4		
31 32	WATER LOSS PE	RCENTAGE	<u> </u>			
33	Unaccounted-For \	Nater (Line :	28 divided by Lir	ne 4)		

Water I	Utility:			
For the	Month of:	November	Year:	
LINE#		ITEM		GALLONS (Omit 000's)
1	WATER PRODUC	ED, PURCHASED & DISTRIBU	TED	
2	Water Produced			
3	Water Purchased			
4		TOTAL PRODUCED AND	PURCHASED	0
5				
6	WATER SALES			
7	Residential			
8	Commercial			
9	Industrial			
10	Bulk Loading Station	ons		
11	Resale			
12	Other Sales			
13		TOTAL W	VATER SALES	0
14		-		
15	OTHER WATER U			
16	Utility and/or Wate	Treatment Plant		
17	Wastewater Plant			
18	System Flushing			
19	Fire Department			
20	Other	TOTAL OTHER	WATER HOER	
21		TOTAL OTHER	WATER USED	0
22	WATERLOSS			
23	WATER LOSS			
24 25	Tank Overflows Line Breaks			
26	Line Leaks			
20 27	Other			
28	Other	TOTA	AL LINE LOSS	0
29		1017	AL LINE LOSS	· ·
30 31	Note: Line 13 + Lin	e 21 + Line 28 Must Equal Line	4	
32	WATER LOSS PE	RCENTAGE		
33	Unaccounted-For \	Water (Line 28 divided by Line 4))	

Water U	Vater Utility:						
For the	Month of:		December		Year:		
LINE#			ITEM			GALLONS (Omit 000's)	
1	WATER PRODUC	ED, PURC	HASED & DIST	RIBUTED			
2	Water Produced						
3	Water Purchased						
4		TOT	AL PRODUCED	AND PUR	CHASED		0
5							
6	WATER SALES						
7	Residential						
8	Commercial						
9	Industrial						
10	Bulk Loading Station	ons					
11	Resale						
12	Other Sales						
13			TO	TAL WATER	R SALES		0
14							
15	OTHER WATER U						
16	Utility and/or Wate	r Treatmen	nt Plant				
17	Wastewater Plant						
18	System Flushing						
19	Fire Department						
20	Other						
21			TOTAL OT	HER WATE	RUSED		0
22							
23	WATER LOSS						
24	Tank Overflows						
25	Line Breaks						
26	Line Leaks						
27	Other			TOTAL LIN	IE I OSS		0
28				TOTAL LIN	IE LUSS		0
29 30	Note: Line 13 + Lin	e 21 + Lin	e 28 Must Equal	Line 4			
31 32	WATER LOSS PE	RCENTAG	SE .				
	Unaccounted-For \	Nater (Line	e 28 divided by L	ine 4)			

Annual Water Loss Summary

Water Utility:		
For the Year:		
	MONTH	WATER LOSS %
	JANUARY	
	FEBRUARY	
	MARCH	
	APRIL	
	MAY	
	JUNE	
	JULY	
	AUGUST	
	SEPTEMBER	
	OCTOBER	
	NOVEMBER	
	DECEMBER	
	TOTAL ANNUAL WATER LOSS %	
The highest water	loss was and occurred in the month of:	
The lowest water lo	and occurred in the month of:	

LEGEND

Water Loss is less than 15%
Water Loss is between 15% - 30%
Water Loss is greater than 30%

Water Loss Reduction Plan

- 1 Proactive meter reading, testing, and replacement program
- 2 Proactive leak detection program
- 3 Proactive infrastructure replacement program
- 4 Telemetry/SCADA
- 5 Before 'U' Dig (B.U.D.) Program and reimbursement mechanism for avoidable disruptions
- 6 Adequate number of staff with proper training
- 7 Proper system hydraulics, including, but not limited to, transient design and pressure regulation
- 8 Valve program (Locate and Exercise)
- 9 Water theft control, including illegal taps
- 10 Fire department water-use reporting to utility
- 11 Record keeping

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